

## Small Works Roster Registration Guide:

Go to King County's Procurement web site > Solicitations tab > My Account web page at [https://procurement.kingcounty.gov/procurement\\_OVR/myaccount.aspx](https://procurement.kingcounty.gov/procurement_OVR/myaccount.aspx)

### SCREEN SHOT 1:


1. You have to be a King County OVR (Online Vendor Registration) registered Vendor to participate in the online "Roster Application" system. Click "Register Now" to register.
2. If you are a registered vendor, enter your Username and Password.

### SCREEN SHOT 2:

1. Click "Roster Membership" tab, inside of page.

## SCREEN SHOT 3A:

**PROCUREMENT** You're in: [PROCUREMENT](#) » [Solicitations](#) » My Account

Welcome, **Lyza** ( [Logout](#) , [My Account](#) )  [print](#)

### My Account

[Edit Account Information](#)

[Email Notifications & NIGP Codes](#)

#### Roster Membership

ROSTER TYPE	APPLICATION STATUS	ACCESS TO ROSTER ACCOUNT
Architectural & Engineering Roster		<a href="#">Apply for membership in the Architectural &amp; Engineering Roster</a>
Small Works Roster		<a href="#">Apply for membership in the Small Works Roster</a>

**Legal Notice**

King County has implemented Online Vendor Registration (OVR) to permit vendors, consultants and contractors to register their business with the County by creating a unique User ID, or to visit the website as a guest. The County's ITBs, RFPs, & RFQs, with any attachments including addenda, are available for viewing by all users; but only registered firms can add themselves to plan holders lists and receive email notifications of addenda or other important information concerning the solicitation.

You must register & add yourself to the "Holders List" to be included on the official plan holders list for any specific ITB, RFP, or RFQ.


**Navigation Menu:**

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1. Click "Apply for membership in the Small Works Roster" under "Access to Roster Account" column.

## SCREEN SHOT 3B/ SMALL WORKS ROSTER:

**PROCUREMENT** You're in: [PROCUREMENT](#) » [Solicitations](#) » Small Works Roster

Welcome, **Lyza** ( [Logout](#) , [My Account](#) )  [print](#)

### Small Works Roster Account

[Create a Small Works Roster Account](#)

King County Procurement & Contract Services Section (PCSS) is soliciting firms for inclusion in King County Small Work Roster (Roster). This is a web-based process - all documents will be submitted electronically. Projects solicited by the County under this Roster will not be advertised. This Roster will be used to award contracts for construction, building, renovation, remodeling, alterations, repair or improvement of real property, where the estimated cost of the contract work is less than \$300,000. The Roster will also include the Limited Public Works process for projects where the estimated cost of the contract work is less than \$35,000. King County encourages Small Contractor and Supplier (SCS) firms to participate in the Roster process.

To be included on the Roster, all interested contractors must complete a Small Work Roster Application. Work under the Roster will be designated by categories. Contractors are encouraged to apply only for those categories or disciplines they are qualified to perform. These qualifications are subject to confirmation by the County. Where possible, a minimum of five (5) contractors from a Roster category will be invited, on a rotational basis, to submit bids and project specific responsibility information for each project. The award of a contract will be made to the low responsive and responsible bidder.

In order to be placed on the Roster, a contractor must meet the following minimum requirements:

- Applicable license (e.g., general contractor, mechanical, electrical);
- Category(s) of work selected;
- Project Examples for each category selected;
- In addition, to be eligible for Limited Public Work projects, contractors must also submit their most recent Federal Tax Return demonstrating gross revenues under \$1,000,000 annually.

If you have questions regarding the procurement process, contact Darren Chernick at 206-263-9321.

**IMPORTANT:** By creating, accessing and managing a Small Works Roster account you certify that you are an authorized representative of OrganizationTest03082010 and that, to the best of your knowledge, the information you present in your OVR account and in your Small Works Roster account is an accurate statement of facts. Failure to maintain accurate, current account information may cause you not to receive notifications of contracting opportunities, and may be grounds for removal from the Small Works Roster program.

[Create a Small Works Roster Account](#)

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1. Read the Statement of Certification/ Disclaimer.
2. Click "Create a Small Works Roster Account".

## YOU WILL NOW ENTER INFORMATION TO CREATE YOUR ORGANIZATION'S ROSTER ACCOUNT.

### SCREEN SHOT 4A/ SMALL WORKS ROSTER:

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**Procurement and Contract Services Section**  
 401 Fifth Ave., 3rd Floor  
 Seattle, WA 98104

Welcome, **Maria** (Logout, My Account) [print](#)

### Small Works Roster Account

**Manage My Small Works Roster Account**

**STATEMENT OF CERTIFICATION:** By creating, accessing and managing a Small Works Roster account you certify that you are the authorized representative of **Test11\_12\_1020** for this roster program with authority to submit bids on behalf of **Test11\_12\_1020** in response to any invitations to Bid you receive under this program and that, to the best of your knowledge, the information you provide in this website is an accurate statement of facts. Failure to maintain accurate, current account information may cause you not to receive notifications of contracting opportunities, and may be grounds for removal from the Small Works Roster program, the Limited Public Works program (if applicable), and/or deactivation of your OVR account.

**Account Status:** Application In-Progress

**Organization Name:**

**Authorized Representative Name:**

**OVR username:**

**Email Address:**

[Transfer this account to another person](#)  
[Deactivate this account](#)  
[Delete this account](#)

You have chosen to create a Small Works Roster account for your firm. Your account application is now in-progress. Please take the following steps to complete your application:

**Step 1: Organization Information**  
 Review and update your firm's business information, and optionally provide financial documentation to be qualified as a Limited Public Works firm.

**Step 2: Washington State Contractor's License(s)**  
 Enter applicable contractor licenses.

**Step 3: Category(s) of Work**

- Select a maximum of 10 categories.
- Provide 2 project examples that have been completed which demonstrate your firm's experience in each category of work selected.

**Step 1: Organization Information**  
**Step 2: Washington State Contractor's License(s)**  
**Step 3: Category(s) of Work**

1. Read the instruction carefully.
2. Go to "Organization Information" tab, inside of page.

### SCREEN SHOT 5A/SMALL WORKS ROSTER:

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**Procurement and Contract Services Section**

### Small Works Roster Account

**Manage My Small Works Roster Account**

**1. Organization Information**

**ORGANIZATION INFORMATION**

**Your Name**  
 Name: OrganizationTest03uszu1u

**YourUsername**  
 IRS Official Name: OrganizationTest

**YourEmail@gmail.com**  
 UBI Number: 123456789

**Business License**  
 12345

**SCS Number:** 1234

If you are not currently a certified firm in the King County Small Contractor and Supplier directory and are interested in becoming certified, please access [the King County Small Business Programs website](#)

**Update**

**LIMITED PUBLIC WORKS (PROJECTS LESS THAN \$35,000)**

The Limited Public Works (LPW) process is an optional program available to firms on the Small Works Roster with annual gross revenues under \$1,000,000. Projects procured under this process are valued at less than \$35,000. Only Small Works Roster members with an Approved LPW account will receive invitations to bid for an LPW solicitation.

If you are interested in having your Small Works Roster account considered for eligibility in the Limited Public Works process, you must submit one of the following as an electronic document (hardcopies will not be accepted):

- Most recent Federal Tax Return demonstrating gross revenues under \$1,000,000 annually; or
- a notarized affidavit countersigned by the contractor and a Certified Public Accountant verifying gross revenues under \$1,000,000 annually.

If you are ready to upload your eligibility document and be considered for Limited Public Works projects, click the Apply for LPW button below.

**Apply for LPW**

**2. Washington State Contractor's License(s)**  
**3. Category(s) of Work**

1. Update your organization information.
2. Provide/update UBI Number and SCS Number. (Optional)
3. Click "Update" button if you made changes.
4. Read information on "Limited Public Works" (LPW).
5. Click "Apply for LPW". (Optional)

## LPW SCREEN SHOTS (PARTICIPATION NOT REQUIRED/OPTIONAL.)

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### Small Works Roster Account

Manage My Small Works Roster Account

#### 1. Organization Information

ORGANIZATION	LIMITED PUBLIC WORKS (PROJECTS LESS THAN \$35,000)
<p>Name: <input type="text" value="OrganizationTest03082010"/></p> <p>IRS Official Name: <input type="text" value="OrganizationTest"/></p> <p>UBI Number: <input type="text" value="123456789"/></p> <p>Business License: <input type="text" value="12345"/></p> <p>SCS Number: <input type="text" value="1234"/></p> <p>If you are not currently a certified firm in the King County Small Contractor and Supplier directory and are interested in becoming certified, please access <a href="#">the King County Small Business Programs website</a></p> <p><input type="button" value="Update"/></p>	<p><b>LPW Account Status:</b> Application In-Progress</p> <p>If you are interested in having your Small Works Roster account considered for eligibility in the Limited Public Works process, you must submit one of the following as an electronic document (hardcopies will not be accepted):</p> <ul style="list-style-type: none"> <li>• Most recent Federal Tax Return demonstrating gross revenues under \$1,000,000 annually; or</li> <li>• a notarized affidavit countersigned by the contractor and a Certified Public Accountant verifying gross revenues under \$1,000,000 annually.</li> </ul> <p><a href="#">Upload LPW Eligibility Document</a></p> <p><b>LPW Eligibility Documents</b></p> <p><b>LPW Eligibility Review Results</b></p>

2. Washington State Contractor's License(s)

3. Category(s) of Work

1. Read document requirement to participate in LPW.
2. Click "Upload LPW Eligibility document" to upload eligibility document, a Federal Tax Return or a notarized affidavit copy, verifying gross annual revenue of under \$1,000,000.

### SCREEN SHOT 5C/SMALL WORKS ROSTER:

**King County**  
Always at your service

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## PROCUREMENT

Procurement & Contract Services

You're in: PROCUREMENT

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### Limited Public Works Account - upload eligibility document

**SELECT A FILE FOR UPLOAD**

**IMPORTANT:**

- Maximum file size for document upload is 2MB.
- Recommended file format for upload document is PDF (Portable Data Format), 200 dpi.

[Go to Small Works Roster Account](#)

1. Read information regarding document format.
2. Click "Browse" and search for "Eligibility" document in your computer. Click the document title/icon. The path of the document will appear in the data entry box.
3. Click "Upload LPW Eligibility document". Your document will be delivered through SSL (https). This keeps your information secure.
4. Click, "Go back to Small Works Roster Account".

## SCREEN SHOT 5D/SMALL WORKS ROSTER:

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Procurement and Contract Services

Small Works Roster Account

Manage My Small Works Roster Account

1. Organization Information

ORGANIZATION

Name: OrganizationTest03082010

IRS Official Name: OrganizationTest

UBI Number:

Business License:

SCS Number:

If you are not currently a certified firm in the King County Small Contractor and Supplier directory and are interested in becoming certified, please access [the King County Small Business Programs website](#)

Update

LIMITED PUBLIC WORKS (PROJECTS LESS THAN \$35,000)

LPW Account Status: Submitted

If you are interested in having your Small Works Roster account considered for eligibility in the Limited Public Works process, you must submit one of the following as an electronic document (hardcopies will not be accepted):

- Most recent Federal Tax Return demonstrating gross revenues under \$1,000,000 annually; or
- a notarized affidavit countersigned by the contractor and a Certified Public Accountant verifying gross revenues under \$1,000,000 annually.

Upload LPW Eligibility Document

LPW Eligibility Documents

DATE SUBMITTED
<a href="#">View</a> 3/25/2011

LPW Eligibility Review Results

2. Washington State Contractor's License(s)

3. Category(s) of Work

1. You cannot delete uploaded document/s.
2. You can "Upload" new/recent a Federal Tax Return or a notarized affidavit copy to update your application in the future.
3. Go to "Washington State Contractor's License(s)" tab, inside of page.

## SCREEN SHOT 6A/SMALL WORKS ROSTER:

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Small Works Roster Account

Manage My Small Works Roster Account

1. Organization Information

2. Washington State Contractor's License(s)

Enter your firm's Washington State Contractor's License(s) below.  
Examples: General Contractor, Electrical Contractor, etc.

License Name/Type

License Number

Add License

3. Category(s) of Work

Welcome, Lyza (Logout, My Account)

print

1. Enter all of your organization's Washington State Contractor licenses, no limit in number of entries.
2. Go to "Category's of Work" tab, inside of page.

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### Small Works Roster Account

Manage My Small Works Roster Account

1. Organization Information

2. Washington State Contractor's License(s)

NAME/TYPE	NUMBER	STATE		
License 1	12345	WA	<a href="#">Edit</a>	<a href="#">Delete</a>

Enter your firm's Washington State Contractor's License(s) below.  
Examples: General Contractor, Electrical Contractor, etc.

License Name/Type

License Number

[Add License](#) Information was added.

3. Category(s) of Work

Screen shot of page with data information added.

## SCREEN SHOT 7A/SMALL WORKS ROSTER:

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### Small Works Roster Account

Manage My Small Works Roster Account

1. Organization Information

2. Washington State Contractor's License(s)

3. Category(s) of Work

[Update Categories of Work](#)

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the 'Submit for Evaluation' button.

[Submit for Evaluation](#)

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

1. Read the direction carefully. There are 4 steps to add/update your category(s) of work.
2. Click "Update Categories of Work".

## SCREEN SHOT 7B/SMALL WORKS ROSTER:

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**Procurement and Contract Services Section**  
401 Fifth Ave., 3rd Floor  
Seattle, WA 98104

Small Works Roster Account

[Manage My Small Works Roster Account](#)

1. Organization Information

2. Washington State Contractor's License(s)

3. Category(s) of Work

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED	PROJECT EXAMPLES
Abatement Services-Hazardous Materials	Application In-Progress	2	<a href="#">View/Edit Project Examples</a>
Acoustic Installation	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Aerial Crane Service	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Alternative Energy Production (Solar, Wind, Hydro, etc.)	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Asbestos Abatement	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>

[Update Categories of Work](#)

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the "Submit for Evaluation" button.

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

Screen shot of page with categories of work added.

1. Do not click the "Submit for Evaluation" button until you have added/updated all the categories of work entries you wish to make for the time being.

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**Procurement and Contract Services Section**  
401 Fifth Ave., 3rd Floor  
Seattle, WA 98104  
Phone: 206-263-9400  
TTY Relay: 711

Manage My Small Works Roster Account

[1. Organization Information](#)

[2. Washington State Contractor's License\(s\)](#)

3. Category(s) of Work

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED	PROJECT EXAMPLES
Abatement Services-Hazardous Materials	Submitted	2	<a href="#">View/Edit Project Examples</a>
Acoustic Installation	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Aerial Crane Service	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Alternative Energy Production (Solar, Wind, Hydro, etc.)	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>
Asbestos Abatement	Application In-Progress	0	<a href="#">View/Edit Project Examples</a>

[Update Categories of Work](#)

Your information has been submitted. A King County Contract Specialist will review your account within 2 business days. The results of your evaluation (Approved or Rejected) will be posted in the Status column of your Categories of Work table above.

Establishing categories of work for you Organization is a three step process:

1. Add/Update categories of work. Select up to 10 categories.
2. Enter 2 project examples demonstrating your organization's qualifications to perform work in each category you select.
3. Click the "Submit for Evaluation" button.

IMPORTANT:

- The submit button will be available after you have entered the required number of project examples for at least one category of work with a status of Application In-Progress.
- You may select multiple categories, enter project examples for each, then click the submit button to send all items for evaluation.

Screen shot of page after roster application/ category(s) of work information have been submitted for evaluation.

FAQ\_SW\_Roster.docx

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## Reference for “Status” of Category(s) of Work:

Status of Category(s) of Work	Description
Application In-Progress	Roster application has been initiated, but not completed.
Submitted	Roster application has been completed and submitted for evaluation. 2 scenarios possible: <ul style="list-style-type: none"> <li>- Vendor required document (LPW)/information plus at least one category of work with 2 project examples submitted for approval.</li> <li>- An approved vendor submits additional category (s) of work with the corresponding 2 project examples.</li> </ul>
Approved	2 scenarios: <ul style="list-style-type: none"> <li>- Vendor is approved for roster program, [URL of roster home page].</li> <li>- Vendor is approved for a specific category of work [URL of roster home page].</li> </ul>
Rejected	2 scenarios: <ul style="list-style-type: none"> <li>- Vendor is rejected for roster program, [URL of roster home page].</li> <li>- Vendor is rejected for a specific category of work [URL of roster home page].</li> </ul>
Deactivated	Vendor may be deactivated per action taken by vendor in lieu of termination of employment from organization, or due to obsolete/inactive account.

## SCREEN SHOT 8A/SMALL WORKS ROSTER:

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### Small Works Roster Account - Add/Remove Categories of Work

[Go back to Small Works Roster Account > Category\(s\) of Work](#)

**IMPORTANT:**

1. Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unless you re-apply in the future.
2. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted.

ADD/REMOVE	CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS
<input type="checkbox"/>	Abatement Services-Hazardous Materials	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Acoustic Installation	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Aerial Crane Service	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Alternative Energy Production (Solar, Wind, Hydro, etc.)	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Asbestos Abatement	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Asbestos QA/QC Services	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Asphalt Paving	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Bridge Construction, Reconstruction and Rehab.	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Cable Installation	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Carpentry - Finish	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Carpentry - Rough	0	<a href="#">View/Edit Project Examples</a>	

Screen shot of page, with no “Category of Work” chosen.

1. Read the direction carefully.
2. Check/Add “Category of Work”. Limit to ten (10) items.



3. To add project example to selected Category of work, click “View/Edit Project Examples”, 4<sup>th</sup> column.
4. To view a summary of selected “Category of Work” items, click “[Go back to Small Works Roster Account > Category\(s\) of Work](#)” at the top/bottom of the page.

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### Small Works Roster Account - Add/Remove Categories of Work

[Go back to Small Works Roster Account > Category\(s\) of Work](#)

**IMPORTANT:**

1. Deselecting a category of work for your firm will delete all associated project examples, and your firm will not be considered eligible for the category unless you re-apply in the future.
2. You will not be able to add/remove categories, or edit project examples, while your account or category status is Submitted.

ADD/REMOVE	CATEGORY OF WORK	NUMBER OF PROJECT EXAMPLES ENTERED		STATUS
<input checked="" type="checkbox"/>	Abatement Services-Hazardous Materials	0	<a href="#">View/Edit Project Examples</a>	Application In-Progress
<input checked="" type="checkbox"/>	Acoustic Installation	0	<a href="#">View/Edit Project Examples</a>	Application In-Progress
<input checked="" type="checkbox"/>	Aerial Crane Service	0	<a href="#">View/Edit Project Examples</a>	Application In-Progress
<input checked="" type="checkbox"/>	Alternative Energy Production (Solar, Wind, Hydro, etc.)	0	<a href="#">View/Edit Project Examples</a>	Application In-Progress
<input checked="" type="checkbox"/>	Asbestos Abatement	0	<a href="#">View/Edit Project Examples</a>	Application In-Progress
<input type="checkbox"/>	Asbestos QA/QC Services	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Asphalt Paving	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Bridge Construction, Reconstruction and Rehab.	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Cable Installation	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Carpentry - Finish	0	<a href="#">View/Edit Project Examples</a>	
<input type="checkbox"/>	Carpentry - Rough	0	<a href="#">View/Edit Project Examples</a>	

Screen shot of page with categories of work selected.

#### SCREEN SHOT 9A/SMALL WORKS ROSTER:

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### Small Works Roster Account - View/Edit Project Examples

**REMINDER:**

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- [Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

[Go to Add/Remove Category\(s\) of Work](#)

[Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

Screen shot of page with no categories of work selected.

## SCREEN SHOT 9B/SMALL WORKS ROSTER:

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### Small Works Roster Account - View/Edit Project Examples

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Abatement Services-Hazardous Materials	Application In-Progress	0

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- [Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

#### ENTER NEW PROJECT EXAMPLE

Project Name:
Project Location:
Owner/Agency Info:
Please provide:
(250 characters maximum - multiple lines allowed)

- Owner/Agency name and address
- Current name, phone number and email address of owner's project representative or other person who can verify Contractor's experience on this project.

Contractor Project Role:
Scope of Work:
(500 characters maximum - multiple lines allowed)

Add Project Example

[Go to Add/Remove Category\(s\) of Work](#)  
[Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

1. Read the direction carefully.
2. Click "Add Project Example". Provide two (2) project examples.
3. To add or delete a category of work, click "[Go to Add/Remove Category\(s\) of Work](#)".

## SCREEN SHOT 9C/SMALL WORKS ROSTER:

[Services](#)  
[Solicitations](#)  
[Consultants](#)  
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[Suppliers](#)  
[NIGP Search](#)  
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### Small Works Roster Account - View/Edit Project Examples

CATEGORY OF WORK	STATUS	NUMBER OF PROJECT EXAMPLES ENTERED
Abatement Services-Hazardous Materials	Application In-Progress	2

REMINDER:

- You must provide 2 project examples demonstrating your firm's qualifications to perform work in this category.
- You will not be able to edit project examples while your account status is Submitted, or your category status is Submitted or Approved.
- [Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have completed two project examples for this category.

PROJECT EXAMPLES		Edit	Delete
<b>Project Name:</b> <b>Project Location:</b> <b>Owner/Agency Info:</b>	example 1 example 1 example 1	<a href="#">Edit</a>	<a href="#">Delete</a>
<b>Project Name:</b> <b>Project Location:</b> <b>Owner/Agency Info:</b>	example 2 example 2 example 2	<a href="#">Edit</a>	<a href="#">Delete</a>

[Go to Add/Remove Category\(s\) of Work](#)  
[Go to Small Works Roster Account > Category\(s\) of Work](#) and click the "Submit for Evaluation" button if you have entered two project examples for this category.

Screen view with a "Category of Work" chosen and two project examples entered.

1. If you have entered 2 project examples for this category, click "[Go to Small Works Roster Account > Category\(s\) of Work](#)" to view a summary list of selected category(s) of work and project examples."
- 2.